

Leadership

Hold fast thy time. Guard it, watch over it, every hour, every minute. Unregarded, it slips away, like a lizard, smooth and slippery, faithless. Hold every moment sacred. Give each clarity and meaning, each the weight of thing awareness, each its true and due fulfillment.

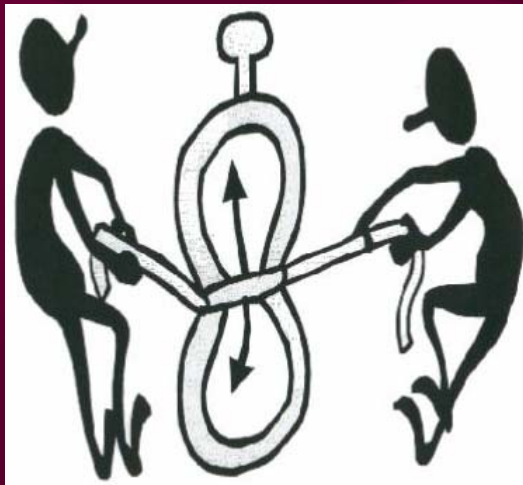
~Thomas Mann

Time & Meeting Management

Lesson Five

1. What is Time Management?

- A. Using the time available to the greatest advantage
- B. Assessing and improving your present time management skills



Never try to teach a pig to sing; it wastes
your time and it annoys the pig.

~Paul Dickson

2. Two Governing Principles of Time Management

- A. Attitude of taking charge and control over the things of your life
- B. Developing self-mastery or discipline by developing good habits





We first make our habits and then our
habits make us.

~John Dryden

3. Effective Time Management Guidelines

- A. Daily “TO DO” list
- B. Traditional “ABC” list of prioritizing tasks
- C. Effective delegation
- D. Control and minimize interruptions
- E. Handling phone calls
- F. Action against procrastination
- G. Rules for handling paper work
- H. Clear, and accurate communication
- I. Open door policy
- J. Daily planners



The chains of habit are generally too small to be felt until they are too strong to be broken.

~Samuel Johnson

4. Effective Meeting Management Tools



- A. Rules and procedures
- B. Define the issues and goals
- C. Relevant data
- D. Agenda
- E. Limits
- F. Physical facilities
- G. Prepare
- H. Control
- I. Keep records

Dost thou love life? Then do not
squander time, for that's the stuff life is
made of.

~Benjamin Franklin

